ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

OF THE

PROVINCE

OF

PRINCE EDWARD ISLAND

FOR

1984

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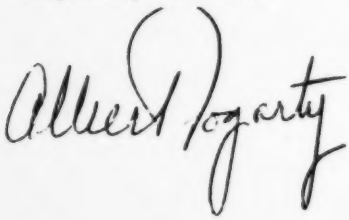
The Honourable J. A. Doiron
Lieutenant Governor of Prince Edward Island

Dear Sir:

I have the honour to transmit the Annual Report of the Civil Service Commission of Prince Edward Island for the year ending December 31, 1984.

Respectfully submitted,



Albert P. Fogarty
Minister Responsible for the Civil Service Act

The Honourable Albert P. Fogarty
Minister Responsible for the Civil Service Act
Province of Prince Edward Island
Charlottetown
Prince Edward Island

Dear Sir:

We have the honour to present to you the Annual Report of the Civil Service Commission for the year ending December 31, 1984.

Respectfully submitted,

Don G. MacCormac
Chairman

E. June Hicken
Commissioner

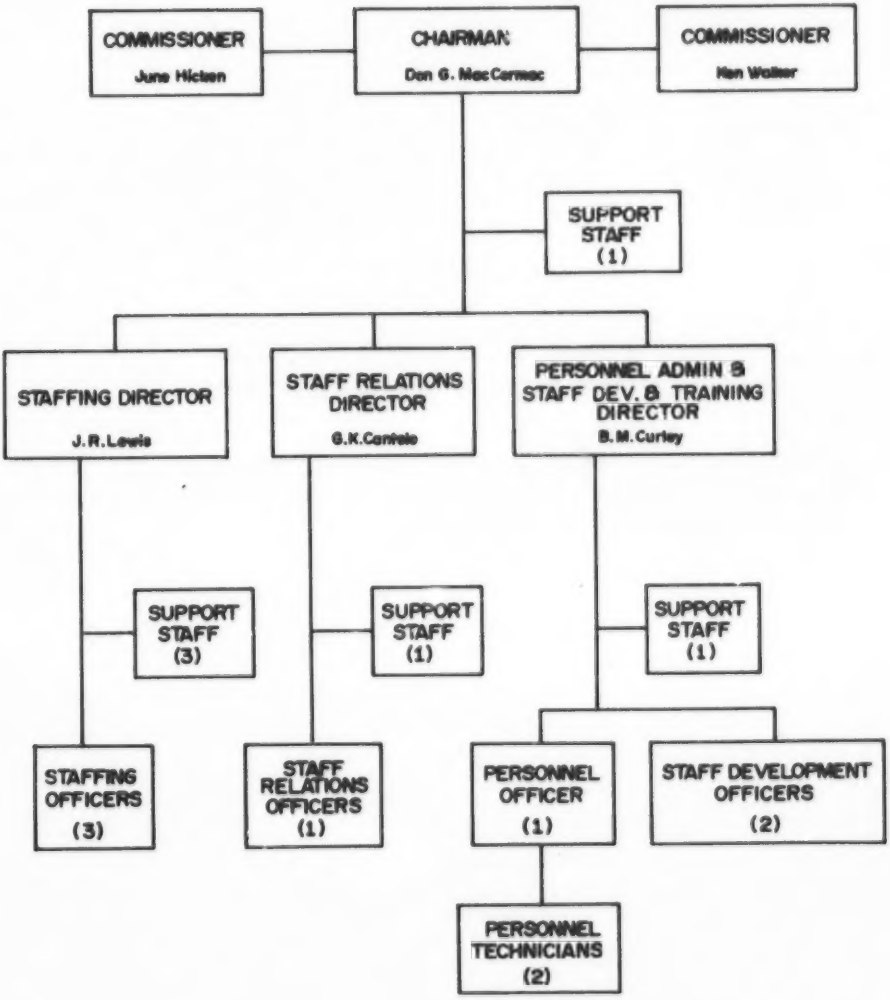
Kenneth A. Walker
Commissioner

REPORT
of the
PRINCE EDWARD ISLAND
CIVIL SERVICE COMMISSION

This report covers the activities of the Civil Service Commission and its staff during the period of January 1, 1984 to December 31, 1984. It is submitted pursuant to Section 4(1)(f) of the *Civil Service Act*.

CIVIL SERVICE COMMISSION

(Organization Chart)



December, 1984

INTRODUCTION

The Civil Service Commission, which consists of a full-time Chairman and two part-time Commissioners, is appointed pursuant to the Civil Service Act and establishes overall policies in accordance with the Act. The Commission receives assistance from personnel specialists and support staff. The Chairman is the Chief Executive Officer.

The Civil Service Commission is responsible for:

1. Staffing the Civil Service. (Recruitment, selection, placement, transfer, and promotion.)
2. Providing Training and Development programs for employees in the Civil Service.
3. Developing and maintaining a Classification Plan as a basis for equitable compensation of employees performing the same kind or level of work.
4. Ensuring the equitable treatment of employees by monitoring the interpretation and administration of the Civil Service Act, Regulations, and Collective Agreement.

The Commission works to ensure that appointments to or from within the Civil Service are made in keeping with the merit principle and the Civil Service Act. Procedures have been established to ensure that citizens have a reasonable opportunity to obtain employment at all levels of the Civil Service while affording employees an opportunity to obtain promotions and pursue a career within the Civil Service.

OUR STATISTICS AT A GLANCE . . .

	Full-Time	Part-Time	Total
1. Employees on Payroll:			
Executive Division	43		43
Classified Division	2452	475	2927
Casual Division			
Temporary	403	52	455
Relief	151	33	184
Contract			25
Student			4
Total Employees			3638
2. Separations from the Classified Service			156
3. Turnover Rate in the Classified Service			5.3%
4. Appointments to Classified Positions			929
5. Classification Reviews:			
a) By the Commission			204
b) By the Classification Appeal Board			11
6. Staff Development and Training:			
a) Participant Training Days			2242
b) In-Service Courses			105
7. Salary Increases (Average)			2.4%

SIGNIFICANT EVENTS

- Museum and Heritage Foundation positions brought into the Classified Division
- Wedgewood Manor staffed
- Group Home Workers brought into the Classified Division
- Long-Term Temporary Employee issue resolved
- Workers' Compensation costs amount to $465,000

GENERAL OVERVIEW

LEGISLATION

In 1983 a new Civil Service Act and a new set of Regulations were proclaimed. This legislation has been generally well received as its simplicity and clarity proved to be beneficial to all concerned with its interpretation and administration.

LONG-TERM TEMPORARY EMPLOYEE CONVERSION

The 1983 report outlined the steps which were initiated to rectify the problem of the "long-term temporary employee".

These employees had been hired originally on a "temporary basis", but many were retained for long periods; up to 15 years in some cases. In addition to being contrary to the Civil Service Act, this situation meant that the employees missed out on many benefits provided to their fellow workers in the classified service.

The conversion process of classifying these positions has now been completed, and about 600 temporary employees have been brought into the classified division.

This process did not result in an increase in the total number of employees, but simply changed the status of the employees involved.

CONTROL OVER TEMPORARY EMPLOYMENT

To prevent recurrence of the "long-term temporary employee" situation, steps were taken to ensure that temporary employees hired in future by a department would be limited to a maximum term of six months.

The new Civil Service Act states:

10. (3) "Temporary employees hired by an employer may be retained for a maximum period of six months and their employment shall be terminated no later than the end of that period."

To clarify the meaning of this provision, the Regulations were amended to read:

14.1 (1) Where a person is hired by an employer as a temporary employee, his employment is limited to the equivalent of six months service in any

twelve month period commencing on the date of hire, and his employment shall be terminated no later than

(a) on the expiration of such period as is equivalent to six months of continuous service, namely 975 or 1040 hours, based on the designated weekly hours of work for that classification; or

(b) on the day preceding the first anniversary of the date of hire,

whichever first occurs.

(2) Where the employment of a temporary employee has been terminated under subsection (1), he may not be re-employed as a temporary employee by an employer until the expiration of twelve months from the date of hire.

All departments and agencies were appraised of these provisions and requested to comply with their intent. They were also required to inform new casual employees of their employment status and anticipated term of employment.

The Commission established a computerized monitoring system to ensure compliance with the provisions.

The Commission is pleased to report that all Departments and Agencies are complying fully with the restrictions. If this practice continues, there should be no recurrence of the problems associated with "long-term" temporary employees.

PART-TIME EMPLOYMENT

The 1983 Report noted a discernible trend towards more part-time employment. This trend has accelerated in the past year as there are now 560 employees working less than the normal work day, week, month or year. This represents about 15% of the civil service workforce.

The recently-signed Collective Agreement provides that part-time employees now earn vacation entitlement on the same basis as full-time employees, pro-rated. For example, after 7 year's service, a part-time employee earns 7½ hours vacation for each 97 hours of work instead of the previous agreement where they were entitled to 7½ hours vacation for every 127 hours, regardless of their length of service.

With this change, part-time classified employees are now provided with almost all benefits provided to full-time employees, on a pro-rated basis.

STAFFING RECORD SET

1984 was a truly remarkable year in terms of Staffing. The 929 appointments signified a level of activity unprecedented in Commission history, as normally about 250 persons are appointed each year.

While the majority of appointments were from in-service competitions resulting from the Long-Term Temporary Employee conversion, a very significant increase in workload was evident. As well, the new Wedgewood Manor was staffed and competitions were held to fill the newly-created classified positions at the Museum and Heritage Foundation and the Group Homes.

All staff of the Commission were affected by this increased workload, and most were asked to assume additional duties during this period. The cooperation displayed was a tribute to their professionalism. A particular bouquet must go to the employees of the Staffing Branch for their tremendous efforts and extraordinary dedication and performance.

STAFFING BRANCH

The Staffing Branch provides for the filling of vacancies by advertised competitions or other recruitment and selection procedures applied in accordance with the Act and the merit principle. Branch personnel work closely with Departments in assessing candidates against common selection criteria which are consistent with the position requirements. Qualified candidates are asked to appear for a personal interview before a Selection Board and they are sometimes required to take examinations.

STAFFING HIGHLIGHTS - 1984

During the year, the Branch was active in a number of special staffing projects. The first three months of 1984 saw the completion of the in-service competitions which were held to give "long-term temporary" employees the opportunity to compete for classified positions.

The opening of the new Wedgewood Manor, Summerside meant several months of staffing work in the recruitment, selection and placement of 73 employees. Branch

staff worked in close cooperation with the Department of Health & Social Services. They endeavoured to provide the new manor with sufficient bilingual staff to meet the language needs of their French-speaking residents. Eight bilingual employees are now working at Wedgewood Manor.

In 1984, fifteen jobs at the P.E.I. Museum and Heritage Foundation were created within the classified service. These positions were advertised and interviews completed in December. As well, Group Home Worker jobs were created in the classified division, and 13 employees were appointed.

STAFFING STATISTICS

Competitions:	
Open	181
Closed	220
Total	401
Applications received	8545
Applicants interviewed	4625
Applicants qualifying in selection interviews	74%
Applicants appointed to positions	929
Transfers	16

RECRUITMENT

In 1984, 401 competitions were conducted; 181 were open competitions, while the remainding 220 were in-service competitions, available to classified civil servants and, until March 31, 1984, long-term temporary employees. This was an increase of 116 advertisements (or 41%) over the previous year, and was primarily due to the staffing of long-term temporary positions, and the newly created positions for Wedgewood Manor.

The Branch is responsible for processing all applications for employment: 8,545 applications were received in 1984. This represents a 140% increase over the previous year.

Of the applications received, 6816 (or 80%) were in response to advertisements, while 1729 were unsolicited applications.

An average of 17 applications were received per competition.

MALE AND FEMALE APPLICANTS BY OCCUPATIONAL CATEGORY

Occupational Category	Male	Female	Total
Administrative	678	438	1116
Administrative Support	358	1062	1420
Operational	1994	1251	3245
Professional	252	381	633
Technical	178	69	247
Excluded	83	72	155
TOTAL	3543	3273	6816

SELECTION

4,625 candidates were invited to participate in selection examinations and/or oral interview boards.

Candidates invited to participate in competitions requiring only oral interviews were placed in three categories: Passed, Failed, or Did Not Appear. In 1984, 74% passed, 15% failed, and 11% did not appear.

Candidates invited to participate in written examinations were also placed in three categories: Passed, Failed, and Did Not Appear. In 1984, 64% passed, 20% failed, and 16% did not appear.

PLACEMENT

During 1984, the Staffing Branch made 929 probationary appointments to permanent positions and 25 temporary appointments. This represents an increase of 226% over appointments made the previous year.

APPOINTMENTS

Occupational Category	Male	Female	Total
Administrative	52	59	111
Administrative Support	22	136	158
Operational	234	297	531
Professional	18	94	112
Technical	34	8	42
TOTAL	360	594	954

TRANSFERS

The Branch endeavours, whenever possible, to find suitable positions for employees seeking a change in job or work environment. During the year, 75 requests for transfers were received from classified civil servants; 16 transfers were completed.

GENERAL

The large increase in the number of applications for employment during 1984 resulted in more time being spent by Staffing Officers in providing job-related information to applicants.

The Branch continued to conduct courses on "Employment Interviews; How to Succeed". These are offered to employees in conjunction with the Staff Development and Training Branch.

Additional effort was also extended in conducting more pre-employment reference checks; this now applies to all candidates being given serious consideration for a position following selection interviews.

An effort was made to create "Employment Eligibility Lists" for those classifications which show a high turnover of employees. The intent is to ensure that there is a ready supply of qualified candidates available in anticipation of vacancies.

The Branch continued to respond to requests to address students regarding employment opportunities with the Province. Staffing Officers spoke to classes of Resident Care Workers, Licensed Nursing Assistants and Homemakers.

STAFF RELATIONS BRANCH

CLASSIFICATION

It is a Commission responsibility to classify all positions in the civil service, and maintain a classification plan for these positions. This function ensures that all positions having similar duties, levels of responsibility and qualifications are assigned to the same classification. This allows the same compensation to be paid to all positions within the same classification, and provides a basis for proper organization structure.

This year 81 proposed positions were evaluated and classified. The majority of these positions were for Wedgewood Manor in Summerside.

The Commission studied and issued decisions on the classification level of 204 existing positions. Of these, 30 were downgraded to a lower classification, 77 were confirmed at their present level and 97 were upgraded.

The Commission also reviews the classification level of every vacant postion before staffing procedures take place. The employer submits an up-dated job description, and the classification is audited and verified prior to the position being filled.

A profile of the civil service by occupational group is shown in Appendix "H".

CLASSIFICATION APPEALS

The Civil Service Act Regulations provide for a Classification Appeal Board to hear appeals against a decision of the Commission regarding the classification of positions. Either the Deputy Head or the permanent employee may appeal. The decision of the Board is binding on all parties. During the year the Board heard eleven appeals; one was granted in favour of the appellant and the Commission's decision was upheld in the other ten. (See Appendix "A" for composition of Board)

COMPENSATION

Pay Research

The Commission maintains a comprehensive library of compensation information from across Canada, by participating in the exchange of information and data with other provinces and the federal government. This information is used in preparation for negotiations on behalf of the Government.

Collective Bargaining

This year civil service compensation was subject to the Compensation Review Act. Under the authority of a schedule to this Act, the Government and the Union of

Public Sector Employees negotiated a two year agreement, which will expire on March 31, 1986. This agreement covers all civil service employees subject to collective bargaining and provided for a salary increase of $520 for each employee in 1984-85, and a salary increase of $870 in 1985-1986.

STAFF DEVELOPMENT AND TRAINING BRANCH

The mandate of the Staff Development and Training Branch is to assist departments and employees to improve the efficiency and effectiveness by which government services are provided.

The major objectives of the Branch are to:

(a) provide appropriate staff development and training programs and other interventions, and

(b) assist departments in planning, implementing and assessing organizational changes.

To reach these objectives, the operations of the Branch include:

- staff training programs
- career planning services
- tuition reimbursement program
- public administration program
- organizational development consulting services.

TRENDS

The Branch responded to an increased demand for training and development programs along with requests for organizational development assistance. Participation in our in-service courses increased 12 percent while participation in the Tuition Reimbursement Program increased by 16 percent. (See Appendix "J" and "K")

The Branch placed additional emphasis on organizational development, resulting in major expansion of services in this area.

SEMINAR LEADERS

While staff of the Branch act as the resource for the majority of programs, staff of other departments continue to be an important source of expertise as seminar lead-

ers on in-service workshops. Sixteen civil servants offered courses on behalf of the branch this year:

- Assertiveness Skills for the Workplace
- Career Management
- Computer Concepts
- Coping With Stress
- Effective Communication
- Employee Benefits
- Employees Helping the Public
- English Grammar Review
- Financial Information Seminar
- Gathering Information Through Interviews
- Operating Audio Visual Equipment
- Organizing Your Work
- Preparing for the Job Interview
- Punctuation

The Branch provides support to those employees who offer programs on its behalf. These services include training in instructional techniques and course design, as well as individual consultations in program development.

Three additional in-service courses became available to the secretarial-clerical staff through this initiative.

Certificates of Appreciation were presented to in-service resource people during a Recognition Night in October.

DEPARTMENTAL TRAINING ADVISORY REPRESENTATIVES

The concept of designating a Departmental Training Advisory Representative has worked extremely well, as all training requests are now coordinated through one individual. An annual needs analysis with periodic updates is carried out with the departmental representative to better identify training needs.

NEW COURSE OFFERINGS

This year the Branch offered seven (7) new courses:

"Effective Communications" - a course aimed at helping administrative support employees develop effective communication skills.

"Career Management" - to assist employees to evaluate their present career status and establish realistic career goals.

"Effective Meetings" - a course designed to make meetings more productive.

"Project Management" - a course aimed at increasing knowledge of project management concepts and the project management cycle, including indepth study of the planning and control phases.

"The New Supervisor" - a course designed to develop basic supervisory skills for new or aspiring supervisors.

"On-the-Job Safety - provides supervisors with an understanding of the need for safety and their responsibilities for the provision of a safe and healthy work environment.

"Consulting Skills" - aimed at developing an understanding of consulting at various levels, and improving skills in developing strategies and intervening as a consultant.

EXECEUTIVE SEMINAR

A Seminar on "Successful Middle Management" drew very favourable comments from the 20 senior managers who attended.

PUBLIC ADMINISTRATION PROGRAM

This program, offered through the Extension Department of the University of Prince Edward Island, has ninety provincial government employees enrolled who have completed 98 courses.

In 1984 five employees received Certificates, and one received a Diploma, bringing the total number of graduates since 1974 to seventy-three.

SPECIAL COURSES

In addition to our regularly scheduled courses, the Branch responded to over forty requests to offer courses designed to meet particular training needs (Appendix L).

CONSULTING SERVICES

The Branch has placed a priority on providing assistance to departments in the form of consulting services. The response has been excellent with consulting interventions offered in the areas of Performance Appraisal, Time Management, Confidentiality and Professionalism, Project Planning, Goal Setting and Creative Thinking.

COURSE LOCATIONS

The Branch continued with its policy of offering courses at various locations in the province, and 15 were conducted outside the Charlottetown area. The response was extremely positive from all centres with a further demand to continue offerings on this basis.

PERSONNEL ADMINISTRATION BRANCH

The purpose of the Personnel Administration Branch is to ensure that employees are treated fairly and equitably by a centralized review of activities covered by the Civil Service Act, Regulations, and the Collective Agreement.

FUNCTIONS

The major functions of the Branch are:

(a) to monitor personnel activities of Departments and Agencies to ensure compliance with policy; and,

(b) to provide assistance and advice on personnel matters.

These are achieved through the following operations:

- monitoring of personnel and payroll systems
- operating the human resource information system
- providing advice to supervisors and managers in relation to personnel administration
- interpreting the Civil Service Act/Regulations and Collective Agreement
- counselling employees on problems that affect work performance.

WORKERS' COMPENSATION

The Branch is responsible for coordinating the Workers' Compensation Program for the Government as an employer. During this year, 184 claims for injury on duty were approved under the Workers' Compensation Act, an increase of 12%.

The Government reimburses the Workers' Compensation Board for payments made on behalf of its employees, as well as an administration fee. These costs amounted to $465,000 in 1984. (See Appendix "B")

In addition, the employer reimburses the injured employee with the difference between the employee's regular salary and the amount payable under Workers' Compensation.

ALCOHOLISM REHABILITATION

The Commission is responsible for the administration of the Alcoholism Rehabilitation Program. Twenty-four (24) employees were involved in the Program during 1984.

DISCIPLINE

While discipline is the responsibility of the individual Deputy Head, the Commission monitors such action to ensure that it is administered consistently within the Civil Service. Disciplinary action in the form of written reprimands and suspensions occurred in fifteen (15) cases.

ESTABLISHMENT

The Civil Service Establishment is shown in Appendix "C".

PROFILES OF THE CLASSIFIED SERVICE

A series of Appendices (D-I) provide a breakdown of the classified service by various categories.

	Classification Appeal Board	Grievance Review Board
Chairman	Vacant	Vacant
Alternate Chairman	Mr. E. W. Lawlor	Mr. L. W. Brammer
Members	Ms. L. E. Thompson Vacant	Ms. T. R. Cameron Mr. W. W. Reid
Alternate Members	Ms. E. B. MacLeod Mr. T. W. Doyle	Ms. M. L. Hanscombe Mr. M. B. Fitzpatrick

WORKERS' COMPENSATION
January 1, 1984 to December 31, 1984

INJURY ON DUTY CLAIMS

DEPARTMENT	Claims	Days Claimed
Agriculture	1	8
Community & Cultural Affairs	1	20
P.E.I. Energy Corporation	2	9
Energy & Forestry	11	26.50
Fisheries & Labour	1	67
Health & Social Services	92	1,807
Hospital & Health Services Commission	1	1
P.E.I. Housing Corporation	3	16
Justice	11	78.50
Liquor Control Commission	3	72
Transportation & Public Works	58	984
TOTAL	184	3,089

COSTS

Administration	$ 49,780.61
Compensation	37,889.92
Injury on Duty	152,081.83
Lump Sum	59,695.64
Medical Aid	73,612.65
Pension	91,811.03
TOTAL	$464,871.68

LENGTH OF CLAIMS

Number of Days Claimed	Number of Claims
1	12
2	27
3	20
4	11
5	23
6-9	27
10-19	23
20-49	16
50-99	14
100-	2
TOTAL	184

COST OF CLAIMS

Cost	Number of Claims
$ 0 - $ 99	20
$ 100 - $ 199	41
$ 200 - $ 299	22
$ 300 - $ 399	16
$ 400 - $ 499	18
$ 500 - $ 999	27
$1,000 - $1,999	12
$2,000 - $2,999	8
$3,000 - $3,999	6
$4,000 -	14
TOTAL	184

CIVIL SERVICE ESTABLISHMENT

DEPT./AGENCY	EXEC. DIVISION	CLASSIFIED DIVISION						CASUAL DIVISION EMPLOYEES							TOTAL
		EMPLOYEES			VACANT POSITIONS			TEMPORARY		RELIEF		CONTRACT	STUDENT	TOTAL	
	EMPLOYEES	F.T.	P.T.	TOTAL	F.T.	P.T.	TOTAL	F.T.	P.T.	F.T.	P.T.			CASUAL DIVISION	EMPLOYEES
Agriculture	3	133	20	153	6	4	10	9	0	7	0	0	0	16	173
Community & Cultural Affairs	1	70	18	88	3	0	3	5	0	1	0	0	0	6	95
Education	1	68	20	88	3	10	13	8	17	10	4	8	0	47	136
Energy & Forestry	1	50	0	50	2	0	2	25	1	1	0	0	0	27	78
Finance & Tourism	3	159	0	159	12	0	12	3	1	1	0	1	0	6	168
Fisheries & Labour	2	30	0	30	4	0	4	1	0	1	0	0	0	2	34
Health & Social Services	1	980	333	1313	74	43	117	33	29	81	28	4	1	175	1489
Industry	0	45	2	47	3	1	4	3	0	1	0	1	0	5	52
Justice & Attorney General	1	128	5	133	8	0	8	5	0	25	0	3	0	33	167
Trans. & Public Works	2	470	71	541	27	2	29	282	0	16	1	4	1	304	847
Addiction Services (Central)	0	4	0	4	1	0	1	0	0	0	0	0	0	0	4
Auditor General	1	17	0	17	2	0	2	0	0	0	0	0	0	0	18
Civil Service Comm.	1	15	2	17	5	0	5	0	1	0	0	0	0	1	19
Energy Corporation (Central)	1	1	0	1	0	0	0	1	0	1	0	1	0	3	5
Executive Council	11	8	1	9	5	0	5	0	0	0	0	3	0	3	23
Hospital & Health Services Comm.	1	62	0	62	6	0	6	0	0	2	0	0	0	2	65
Housing Corporation	0	50	0	50	0	0	0	0	0	1	0	0	0	1	51
Land Development Corp.	1	6	0	6	1	0	1	0	0	0	0	0	0	0	7
Land Use Commission	1	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Legislative Assembly	6	0	0	0	0	0	0	0	0	0	0	0	0	0	6
Lending Authority	1	17	0	17	2	0	2	0	0	0	0	0	0	0	18
Liquor Control Comm.	1	108	0	108	4	0	4	20	0	3	0	0	2	25	134
Museum & Heritage	0	0	0	0	10	8	18	8	4	0	0	0	0	12	12
Public Utilities	1	9	0	9	0	0	0	0	0	0	0	0	0	0	10
Treasury Board	1	8	2	10	0	1	1	0	0	0	0	0	0	0	11
Workers' Compensation	1	14	0	14	1	0	1	0	0	0	0	0	0	0	15
TOTAL	43	2452	475	2927	179	69	248	403	52	151	33	25	4	668	3638

APPENDIX "D"

EMPLOYMENT BY JOB CATEGORY AND SEX

CLASSIFIED CIVIL SERVICE

CATEGORY	EMPLOYEES				VACANT POSITIONS	TOTAL POSITIONS
	MALE	%	FEMALE	%		
Administrative	356	66.2%	182	33.8	45	583
Administrative Support	62	12.4%	439	87.6%	52	553
Operational	570	44.1%	721	55.9%	94	1385
Professional	151	37.1%	256	62.9%	49	456
Technical	156	82.1%	34	17.9%	8	198
TOTAL	1295	44.0%	1632	56.0%	248	3175

APPENDIX "E"

SEPARATIONS BY JOB CATEGORY AND SEX
CLASSIFIED CIVIL SERVICE

CATEGORY	Retirements		Resignations		Lay-Offs		Dismissals		Deaths		Totals	
	M	F	M	F	M	F	M	F	M	F	M	F
Administrative	7	2	5	7	0	0	0	0	0	1	12	10
Administrative Support	0	1	0	14	0	0	0	0	0	1	0	16
Operational	13	15	14	36	1	3	1	0	2	0	31	54
Professional	3	0	3	21	0	1	0	1	0	0	6	23
Technical	1	1	1	0	0	0	0	0	1	0	3	1
TOTAL	24	19	23	78	1	4	1	1	3	2	52	104

APPENDIX "F"

AGE PROFILE OF CLASSIFIED CIVIL SERVICE

AGE	MALE	FEMALE	TOTAL	%
Under 25	35	98	133	4.5%
25 - 34	3443	570	913	31.3%
35 - 44	414	491	905	30.9%
45 - 54	309	307	616	21.0%
55 - 64	194	166	360	12.3%
TOTAL	1295	1632	2927	100.0%

APPENDIX "G"

SALARY PROFILE OF CLASSIFIED CIVIL SERVICE

SALARY*	MALE	FEMALE	TOTAL	%
Under $15,000	86 - 15.3%	477 - 84.7%	563	19.2%
$15,000 - 19,999	399 - 35.7%	718 - 64.3%	1,117	38.2%
$20,000 - 24,999	261 - 58.3%	187 - 41.7%	448	15.3%
$25,000 - 29,999	177 - 56.9%	134 - 43.1%	311	10.6%
$30,000 - 34,999	158 - 66.4%	80 - 33.6%	238	8.2%
$35,000 - 39,999	76 - 81.7%	17 - 18.3%	93	3.2%
$40,000 - 44,999	77 - 85.6%	13 - 14.4%	90	3.0%
$45,000 and over	62 - 92.5%	5 - 7.5%	67	2.3%

* The salary figure is the employee's regular salary for time worked in the year.

The number of employees shown includes both full-time and part-time employees.

APPENDIX "H"

OCCUPATIONAL PROFILE
CLASSIFIED CIVIL SERVICE

	EMPLOYEES		
PROFESSIONAL CATEGORY	**FULL-TIME**	**PART-TIME**	**TOTAL**
Agriculture Group	32		32
Archival & Library Services Group	8		8
Auditing Group	18		18
Biological Sciences Group	14		14
Dentistry Group	4		4
Education Group	19	2	21
Engineering & Architecture Group	10	1	11
Forestry Group	1		1
Home Economics Group	15	4	19
Hospital Consultant Services Group	4		4
Nursing Group	108	49	157
Physical Sciences Group	2		2
Planning & Research Group	30	1	31
Psychology Group	5		5
Rehabilitation & Therapy Group	13	3	16
Social Work Group	48	3	51
Veterinary Group	2		2
ADMINISTRATIVE CATEGORY			
Administrative Services Group	85	4	89
Computer-Systems Administration Group	22		22
Financial Administration Group	32		32
Information Services Goup	2		2
Program Administration Group	253	8	261
Social Services Group	92	5	97
ADMINISTRATIVE SUPPORT CATEGORY			
Clerical Group	246	34	280
Data Processing Operation Group	18		18
Judicial Group	18		18
Office Equipment Group	5		5
Regulatory Group	21	7	28
Secretarial, Steno & Typing Group	127	11	138
Building Maintenance Group	46		46
TECHNICAL CATEGORY			
Engineering & Scientific Support Group	154	15	169
General Technical Group	6		6
Technical Inspection Group	8	8	16

OPERATIONAL CATEGORY

Building Maintenance Group	46		46
Correctional Group	49		49
Food Services Group	36	17	53
General Labour Group	91	4	95
General Services Group	283	112	395
Heating, Power & Sanitation Group	24		24
Highway Equipment Group	123	19	142
Institutional Services Group	299	136	435
Printing Group	14		14
Sign Painting Group	5		5

MALE/FEMALE PROFILE BY DEPARTMENT & AGENCY

CLASSIFIED CIVIL SERVICE

DEPARTMENT	MALE	%	FEMALE	%	TOTAL
Agriculture	98	64%	55	36%	153
Community & Cultural Affairs	71	81%	17	19%	88
Education	24	27%	64	73%	88
Energy & Forestry	38	76%	12	24%	50
Finance & Tourism	91	57%	68	43%	159
Fisheries & Labour	19	63%	11	37%	30
Health & Social Services	231	17%	1,082	83%	1,313
Industry	22	47%	25	53%	47
Justice & Attorney General	78	59%	55	41%	133
Transporation & Public Works	439	81%	102	19%	541
Addiction Services (Central)	3	75%	1	25%	4
Auditor General	11	65%	6	35%	17
Civil Service Commission	5	29%	12	71%	17
Energy Corporation (Central)	0	0%	1	100%	1
Executive Council	1	11%	8	89%	9
Hospital & Health Services	12	19%	50	81%	62
Housing Corporation	36	72%	14	28%	50
Land Development Corporation	5	83%	1	17%	6
Land Use Commission	0	0%	1	100%	1
Lending Authority	11	65%	6	35%	17
Liquor Control Commission	84	78%	24	22%	108
Public Utilities	4	44%	5	56%	9
Treasury Board	6	60%	4	40%	10
Workers' Compensation	7	50%	7	50%	14
TOTAL	1,295	44%	1,632	56%	2,927

STAFF DEVELOPMENT & TRAINING

TRAINING SUMMARY 1984

PARTICIPATION BY DEPARTMENTS/AGENCIES

DEPARTMENT AND/OR AGENCY	NUMBER OF EMPLOYEES	
	In-Service Training	Tuition Reimbursement
Agriculture	30	3
Auditor General	7	1
Civil Service Commission	18	7
Community & Cultural Affairs	28	10
Education	16	8
Energy & Forestry	21	3
Finance & Tourism	44	50
Fisheries & Labour	13	5
Health & Social Services	322	342
Hospital & Health Services Commissions	1	1
Industry	49	17
Justice	18	4
Lending Authority	3	7
Liquor Control Commission	2	3
P.E.I. Development Agency	9	0
Transportation & Public Works	69	13
General Hospitals	18	0
Holland College	10	0
Cabinet Office	1	0
Other	74	0
TOTAL	753	474

STAFF DEVELOPMENT & TRAINING

IN-SERVICE TRAINING PROGRAMS - 1984

JANUARY-DECEMBER	No. of Courses	No. of Participants	Training Days	Participant Training Days
Orientation	3	38	1	38
Coping With Stress-Clerks/Secretaries-S'side	1	19	1	19
On-the-Job Safety	1	9	.5	4.5
Pre-Retirement Seminar	4	49	2	98
Dealing with Addictions - O'Leary	1	20	2	20
Career Management	3	47	1	47
Gathering Information Through Interviews	1	11	2	22
Effective Meetings	1	10	1	10
Developing and Presenting In-Service Workshops	2	15	2	30
Stress and the Workplace	1	27	1	27
Performance Appraisal: Systems & Methods	2	16	1	16
Financial Information System - FIS	2	42	1	42
Assertiveness Skills for the Workplace	2	20	1	20
Employee Benefit Plans	1	31	1	31
Report Writing	2	16	3	48
Counselling	1	9	2	18
Human Relations	1	12	3	36
Writing Effective Letters and Memos	3	46	1	46
Management Skills for Women (Follow-up)	1	7	.5	3.5
Interacting with the Public	1	15	1	15
Discipline: A Management Skill	2	22	2	44
Stepping up to Supervisor	2	15	1.5	22.5
Punctuation	1	16	2	32
Coping with Stress	2	29	2	58
Coping with Stress - O'Leary	1	24	2	48
Successful Middle Management	1	20	3	60
Project Planning	1	9	2	18
Effective Communication	1	8	1	8
Performance Appraisal - Interviewing Skills	2	15	2	30
Consulting Skills	1	19	3	57
Project Management	1	25	3	75
Operating Audio Visual Equipment	1	9	1	9
Dealing with Addictions	1	12	2	24
Computer Concepts - Administrative Support	1	14	1	14
Motivating Employees Through Leadership	1	9	2	18
English Grammar Review	1	14	3	42
Instructional Techniques	1	10	3	30
The New Supervisor	1	12	2	24
Employees Helping the Public	1	12	1	12
TOTAL	57	753		1,216.5

SPECIAL COURSES CONDUCTED OR FUNDED BY STAFF DEVELOPMENT & TRAINING BRANCH

JANUARY-DECEMBER	No. of Courses	No. of Participants	Training Days	Participant Training Days
Pension Plan for Classified Part-Time Employees - Montague	1	16	.5	8
Employee Alcoholism Program Health and Social Services, Prince County	1	7	.5	3.5
Employee Alcoholism Program Fisheries and Labour	1	12	.5	6
Performance Appraisal - Summerset Manor	1	94	1	94
Performance Appraisal Supervisors, Summerset Manor	1	15	1	15
The Adult Learner Canadian Heart Foundation	1	35	1	35
Discipline Workshop Supervisors, Health & Social Services	1	6	1	6
Employee Alcoholism Program Community & Cultural Affairs	1	10	.5	5
On-the-Job Safety Transportation & Public Works, Ch'town	1	40	.5	20
On-the-Job Safety Transportation & Public Works, S'side	1	17	.5	8.5
Revisions to Personnel Payroll - Transactions & Control of Casual Employees	2	51	.5	22.5
Interacting with the Public Housing Corporation	1	26	1	26
Preparing for the Job Interview Housing Corporation	1	10	1	10
Performance Appraisal: I.S. Prince County Hospital	1	27	1	27
Coping with Stress - Maplewood Manor	1	13	.5	6.5
Executive Overview	1	13	1	13
Employee Alcoholism Program - Industry	1	6	.5	3
Consulting Workshop - Photographers Tourism	1	8	.5	4
Dairy Sanitation Seminar	1	13	1	13
Staff Training Workshop - Agriculture	1	32	1	32
The Nursing Process and Problem Oriented Record - Health & Social Services	1	37	3	111
Epstein Workshop: Professor Laura Epstein	1	11	.5	5.5
Based on her book "Task Centered Approach"	1	25	.5	12.5
and how to apply this approach to their	1	55	.5	27.5
work-Health & Social Services/Field Serv.	1	40	.5	20
	1	40	.5	20
	1	55	.5	27.5

Graphic Presentations for Project Planning Community & Cultural Affairs	1	7	2.5	17.5
Domestic Violence Health & Social Services, Montague	1	19	1	19
Research on Aging	1	30	3	90
Counsellors Working with Families Health & Social Services	1	17	2	34
Aging Workshop - Health & Social Services	1	53	.5	26.5
Financial Management Workshop	1	20	2	40
Creative Thinking Seminar - Tourism	1	8	2	16
Creative Thinking Seminar - Energy	1	11	3	33
Role of the Supervisor Health & Social Services, S'side	2	60	.5	30
Time Management - Health & Social Services	2	11	.5	43
Orientation - Wedgewood Manor	2	87	.5	43
Group Therapy Workshop	1	50	2	100
Our Children: Our Challenge	1	5	1	5
Confidentiality and Professionalism Maplewood Manor	1	12	1	12
Hanen Early Language Workshop - Speech Language Pathologists Health & Social Services	1	22	1	44
Let's Talk - Parent/Child Communcation re: Sexuality - Health & Social Services	2	10	2	20
TOTAL	48	1137		1026

DECEASED

The Commission recognizes the service and contribution of the following employees who died in 1984. We join their fellow employees in extending our sympathy to their families.

Cook, Matthew - Department of Agriculture
Harvey, Edith - Hospital & Health Services Commission
McKenna, Allison - Department of Health & Social Services
MacLeod, Jessie - Department of Industry
O'Brien, Herbert - Department of Transportation & Public Works